

What is it?

SafeAssign is a plagiarism prevention service, integrated into Blackboard and available to all Blackboard users on both the Downtown and Anschutz Medical Campus. This service helps instructors prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and the importance of proper attribution of any borrowed content.

How do I access SafeAssign?

1. Login to your Blackboard course at <http://blackboard.cuonline.edu>
2. You will need to create an assignment area for the students to upload to. If you already have created a section called **Assignments** on the course menu, select this.



The screenshot shows the Blackboard interface for a course titled "ANNA'S TRAINING COURSE (BB7 TRAINING COURSE)". The left-hand navigation menu is visible, with "Assignments" highlighted in a red box. The main content area displays "Announcements" with a large blue banner that says "ENTER" and "Welcome to Blackboard 8". Below the banner are filters for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date range "July 09, 2008 - July 16, 2008" is shown. A specific announcement from "Tue, May 22, 2007" is titled "Welcome" and contains the text: "Welcome to the Blackboard 8 Training course. There are several new enhancements, so please take your time to review over these."

If you don't have this, go ahead and create a section heading by going to the **Control Panel > Manage Course Menu > Add Content Area > Select Assignments** from the drop-down menu > then **Submit**

ANNA'S TRAINING COURSE (BB7 TRAINING COURSE) > CONTROL PANEL > MANAGE COURSE MENU > ADD NEW AREA

Add New Area

1 Set Area Properties

Type: Content Area

Name: Assignments

Suggested maximum 18 characters.
Longer names or names that use wide characters may cause problems with the button Menu style.
See Course Menu Design under Course Design to change Menu style.

Allow Guest access:

Allow Observer access:

Available for Student/Trainee users:

2 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

3. The Assignments page contains all the course documents that have been uploaded or created. The option to add a new course document is located from the drop-down menu. Select the **SafeAssignment** option and click **Go**.

ANNA'S TRAINING COURSE (BB7 TRAINING COURSE) > ASSIGNMENTS

Assignments

Item Folder External Link Course Link Test

Select: Learning Unit Go

1	Testing				
2	Assignment 2	All student work submitted through SafeAssignment will be screened for plagiarism. Please write a 100 word essay on why you should vote for the democratic party.			
3	Assignment 3	All student work submitted through SafeAssignment will be screened for plagiarism. Write a brief outline of your project			
4	Assignment 4	All student work submitted through SafeAssignment will be screened for plagiarism. Please submit your assignment 3 here			

Document Package
SafeAssignment
 Apreso Content

4. Enter **SafeAssignment** details into the relevant fields and then click **Submit**

ANNAS TRAINING COURSE (BB7 TRAINING COURSE) > ADD SAFEASSIGNMENT

Add SafeAssignment

1 Enter Information

* Name

* Points Possible

Instructions

Available Yes No

Availability Dates Display After Display Until

Apr 24 2008 10 30 AM Apr 24 2008 10 30 AM

NOTE: You can allow students to submit drafts of their papers by setting the Draft Assignment radio button on. Papers submitted to Assignments created with the Draft option set will not be added to the search database, and therefore papers submitted in future will not be matched against them.

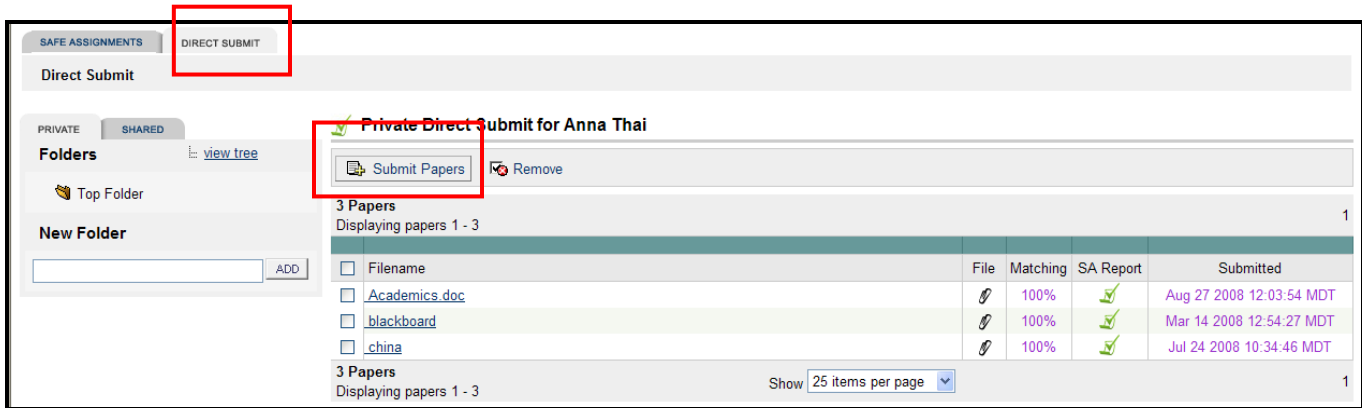
Viewing and Grading Submitted Assignments

5. To see the list of available Safe Assignments, go to the **Control Panel** and click on **SafeAssign** located in the Course Tools menu block.

Course Tools

- [Announcements](#)
- [Course Calendar](#)
- [Staff Information](#)
- [Tasks](#)
- [Discussion Board](#)
- [Collaboration](#)
- [Digital Dropbox](#)
- [Glossary Manager](#)
- [Messages](#)
- [Course Objectives](#)
- [Course Health Check](#)
- [Advanced Group Management](#)
- [SafeAssign](#)
- [Blackboard Scholar®](#)
- [Self and Peer Assessment](#)
- [Configure Blog Tool](#)
- [Recycle Blogs](#)
- [Manage Podcast](#)
- [Configure Wiki Tool](#)
- [Assess Wikis](#)
- [Recycle Wikis](#)
- [Manage Certificates](#)
- [Respondus LockDown Browser](#)

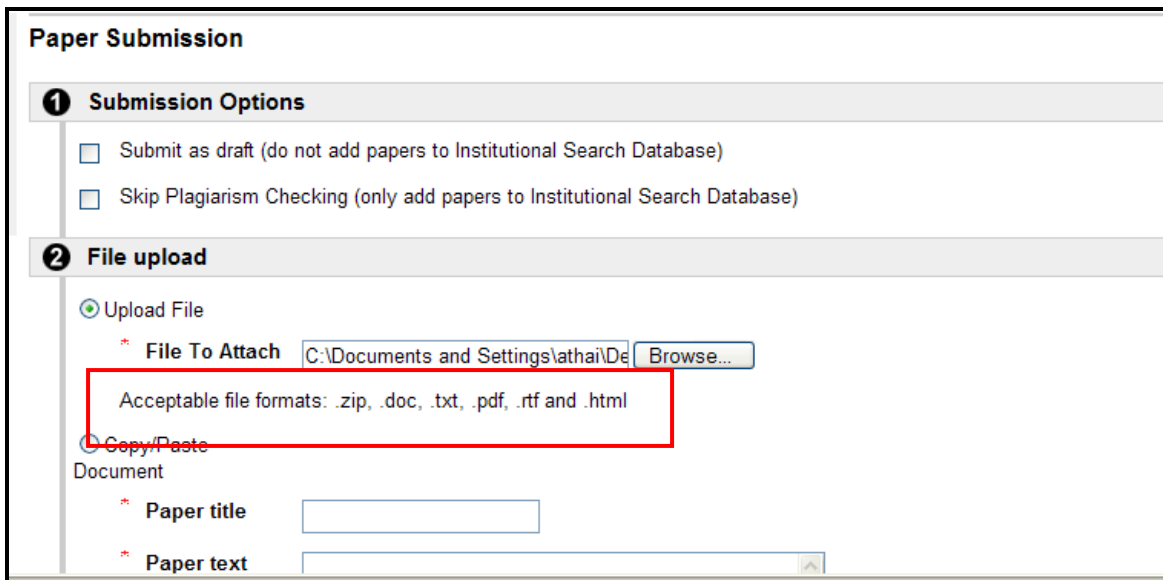
6. Click on **Direct Submit** to view the list of submitted assignments. If you wish to upload an additional paper, click on the **Submit Papers** link to begin the search.



The screenshot shows the 'Direct Submit' interface. At the top, there are tabs for 'SAFE ASSIGNMENTS' and 'DIRECT SUBMIT', with 'DIRECT SUBMIT' highlighted. Below this, there's a section for 'Private Direct Submit for Anna Thai' with a 'Submit Papers' button highlighted. A table lists three submitted papers:

Filename	File	Matching	SA Report	Submitted
Academics.doc		100%		Aug 27 2008 12:03:54 MDT
blackboard		100%		Mar 14 2008 12:54:27 MDT
china		100%		Jul 24 2008 10:34:46 MDT

7. After attaching the file, click **submit** to begin the search.
 NOTE: Acceptable file formats are indicated below and does **NOT include .docx (office 2007)**



The screenshot shows the 'Paper Submission' form. It has two main sections:


- Submission Options**
 - Submit as draft (do not add papers to Institutional Search Database)
 - Skip Plagiarism Checking (only add papers to Institutional Search Database)
- File upload**
 - Upload File
 - * File To Attach: C:\Documents and Settings\lathai\De
 - Acceptable file formats: .zip, .doc, .txt, .pdf, .rtf and .html
 - Copy/Paste
 - Document
 - * Paper title:
 - * Paper text:

8. The system will begin searching through the database. When you see the green tick, this indicates that the search is complete and you can then review the report.


Submit Papers		Remove	
4 Papers			
Displaying papers 1 - 4			
Filename	File	Matching	SA Report
<input type="checkbox"/> Academics.doc		100%	
<input type="checkbox"/> Roadshow.doc		-	-
<input type="checkbox"/> blackboard		100%	
<input type="checkbox"/> china		100%	
4 Papers		Show <input type="text" value="25 items per page"/>	
Displaying papers 1 - 4		1	

Retrieving the Report – Students

9. Once the student has uploaded their assignment, they will need to go back into the assignment area to retrieve the report. They need to click on the **View/Complete** link

 **Assignment 2 spet 16**
 All student work submitted through SafeAssignment will be screened for plagiarism. refer to the syllabus


>> [View/Complete](#)

 **safe assignment sept 16**
 All student work submitted through SafeAssignment will be screened for plagiarism.

>> [View/Complete](#)

10. They will see a message indicating they have already submitted their assignment. They need to click **OK** to review the results.

ANNA'S TRAINING COURSE (BB7 TRAINING COURSE) > UPLOAD SAFEASSIGNMENT

 **SafeAssignment Already Completed**

You have already completed this SafeAssignment, click OK to review your results.




11. The green tick under the **SA Report** indicates that the report is now accessible. The **Matching** field indicates in percentage how much of the paper contains texts copied from elsewhere.

1 Assignment Information

Name Assignment 2 spet 16

Description All student work submitted through SafeAssignment will be screened for plagiarism. refer to the syllabus

2 Submitted Work

Student ID	Student Name	Text	File	Matching	SA Report	Submitted
	thai, anna			100%		Tue Sep 16 12:18:36 MDT 2008

3 View Grade

View grade for the assignment:

Grade	Points Possible	Weight
!	10.0	0.0

4 Instructor's Feedback